



***State of Washington
Department of Transportation
Legal Notice of Intent to Sole Source***

Washington State Department of Transportation (WSDOT) announces its intention to establish a sole source contract with The Underhill Company (Underhill) to provide communication and public involvement services for the Columbia River Crossing project in southwest Washington. WSDOT will award one contract for approximately \$100,000.

Underhill will be tasked to analyze technical material, draft documents, facilitate review and revisions to these documents and produce final draft work products. These products include, but will not be limited to: Web page content and design, presentations, briefing papers, responses to public comments, meeting material, correspondence, fact sheets, and newsletters. These services are critical to the successful communication of the project purpose and need, and compliance with mandatory public involvement and outreach components under the Federal Environmental Policy Act.

Underhill was involved in early project planning, technical analysis and public outreach for this project. They have a working knowledge of current project structure, and community, political, logistical, leadership and jurisdictional issues influencing the success of this project. Underhill made notable, specialized contributions in the area of writing, technical analysis, communication of technical issues in non-technical language, the public understanding of transportation programs and WSDOT communications protocol during a previous project contract.

Challengers are required to submit a brief statement of their Intent to Challenge, and must address the following criteria as it relates to the project:

- 1 Qualifications/Expertise of Firms on Team;
- 2 Qualifications of Proposed Project Manager;
- 3 Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
- 4 Firm's Project Management System (Prime Consultant Only);
- 5 References/past performances (Prime Consultant Only); and
- 6 Cost factors (Prime Consultant Only.)

Your submittal is limited to a total maximum number of ten (10) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be readable size font,) and with type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, and the completed Submittal Information Packet form(s.) Please provide only one (1) copy of the completed Performance Evaluation forms and the completed Submittal Information Packet form(s.) These forms should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your Notice of Intent to Challenge.

The "Notice of Intent to Challenge" shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:



- 1 Title of the Notice of Intent to Sole Source on the cover of the submittal and the Transmittal Letter;
- 2 Transmittal Letter;
- 3 Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
- 4 Completed Performance Evaluations for the Prime Consultant Only;
- 5 Responsiveness to all challenge criteria;
- 6 Meeting page limitations and font size requirements; and
- 7 Meeting submittal deadline submission date.

Your "Notice of Intent to Challenge" must be received no later than 5:00 PM, Monday, June 13, 2005, at the below address:

Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

No submittals will be accepted after that date and time. Faxed or e-mailed submittals will not be accepted.

Any questions regarding this notice should be directed to WSDOT Consultant Services Office at 360-705-7147.

Date of publication in the Seattle Daily Journal of Commerce: Monday, June 6, 2005.

Challenge Due Date: Monday, June 13, 2005.